



DEPARTMENT OF THE NAVY

NAVAL MEDICAL EDUCATION AND TRAINING COMMAND
8901 WISCONSIN AVENUE
BETHESDA, MARYLAND 20889-5611

NAVMEDEDTRACOMINST 1700.2

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09 JAN 2003

NAVMEDEDTRACOM INSTRUCTION 1700.2

From: Commander, Naval Medical Education and Training Command

Subj: NAVAL MEDICAL EDUCATION AND TRAINING COMMAND'S SHORE
SAILOR OF THE YEAR (SOY) PROGRAM

Ref: (a) OPNAVINST 1700.10K
(b) BUMEDINST 1700.4A

Encl: (1) Sample Nomination Format

1. Purpose. To provide guidelines and procedures for the Naval Medical Education and Training Command's (NMETC's) Shore Sailor of the Year (SOY) Program in support of references (a) and (b).

2. Eligibility. Refer to eligibility requirements outlined in references (a) and (b).

3. Nominating Commands.

a. The following NMETC activities are nominating commands: Naval School Health Sciences (NSHS), Portsmouth, VA; Naval School Health Sciences (NSHS), San Diego, CA; Naval Hospital Corps School, Great Lakes, IL; Naval Operational Medicine Institute (NOMI), Pensacola, FL.

b. Naval Medical Education and Training Command, Bethesda, MD shall also nominate/include their SOY in this competition.

4. Action.

a. Nominating Commands. Nominating commands must:

(1) Conduct a SOY competition and submit their nominating package to NMETC-00CMC covering the preceding calendar year (1 January to 31 December), no later than 28 January of the new calendar year.

(2) Ensure that their SOY competition/process includes all subordinate activities that specifically belong to them (i.e. Naval School Health Sciences (NSHS), San Diego, CA will include

NSHS, San Diego Detachment, Fort Sam Houston, TX and NSHS, San Diego Detachment, Wichita Falls, TX. Naval Operational Medicine Institute (NOMI), Pensacola, FL will include NOMI Detachment, Naval Aerospace Medicine Institute, Pensacola, FL; NOMI Detachment, Naval Undersea Medical Institute, Groton, CT; NOMI Detachment, Surface Warfare Medicine Institute, San Diego, CA; Naval Survival Training Institute, Pensacola, FL; Naval Survival Training Institute Detachment East, Norfolk, VA, and Naval Survival Training Institute Detachment West, San Diego, CA. and Fleet Hospital Operations and Training Command, Camp Pendleton, CA.)

(3) Submit nomination following the sample format of enclosure (1), and include a disk in Microsoft Word format of your candidate's complete package.

(4) Ensure each nomination package contains a signed and completed OPNAV 1650/3 (Personal Award Recommendation) for a Navy/Marine Corps Commendation Medal with summary of action and citation written to specifically cover the calendar year of competition (1 January to 31 December), and indicate "SAILOR OF THE YEAR PROGRAM" at the top of the form.

(5) Ensure not to award medal recognition to their candidate until after the NMETC SOY is formally announced.

(6) Ensure their nominee and Command Master Chief are issued proper TAD orders to NMETC, Bethesda, MD, for approximately three days. All travel costs and per diem associated with the competition must be funded by the primary nominating command.

b. NMETC. NMETC will convene a board comprised of the Command Master Chiefs of each nominating command in order to select the top nominee from among the five commands. All nominees, along with their Command Master Chiefs, will be issued TAD orders to NMETC, Bethesda, MD, for approximately three days. Exact dates will be sent by separate correspondence. Upon arrival at NMETC, the finalists will be interviewed and the NMETC Shore SOY selected. NMETC will forward the winner's nominating package for further competition in the Bureau of Medicine and Surgery's Shore Sailor of the Year Program, as outlined in reference (b).

c. Recognition. In addition to any recognition provided by the local command the NMETC SOY will be recognized through the following:

(1) An engraved plaque.

(2) Awarded the Navy and Marine Corps Commendation Medal.

Note: The NMETC SOY will not be awarded a medal while still competing in the SOY process.

5. Coordination. NMETC coordinator for this program is the Command Master Chief, Naval Medical Education and Training Command (Code 00CMC), at COM: (301)295-6094 or DSN: 295-6094.


N. J. LESCAVAGE

Distribution:
List I & II